
Administration Committee

March 2, 2006

Summary Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Sid Tyler, Chair, Pasadena. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Bowlen, Paul	City of Cerritos
Mikels, Judy	County of Ventura
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Tyler, Sid (Chair)	City of Pasadena
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Nelson, Larry	City of Artesia
Robertson, Deborah	City of Rialto
Smith, Greig	City of Los Angeles

¹ * indicates new member

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Sid Tyler, Chair, Pasadena, called the meeting to order at 9:05 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Consent Calendar Approval Item 4.1.4. Action Item 5.2 pulled. Information Item 6.1 pulled; reported with Information Item 6.3.2

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of February 2, 2006

4.1.2 Recognition of High Risk Removal

4.1.3 Expense Reimbursement

4.1.4 Funding for Shanghai Maglev Trip – Pulled

4.1.5 Date, Location, & Budget for the 2006 General Assembly

4.1.6 Contracts Over \$250,000

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

Motion by Bowlen to approve the Consent Calendar, Seconded by Roberts, then unanimously approved by the Committee.

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5.0 ACTION ITEMS

5.1 Resolution #06-472-4 Authorizing Adoption of the FY 06/07 Comprehensive Budget

Bert Becker, Interim CFO, informed the Committee that \$9.5 million had been added to the budget since previously reported; approximately \$4.7 million is consolidated planning grants (CPG), \$4.8 million is other monies, i.e., Blueprint Grant, bringing the total budget to about \$42.5 million, without match, with an estimated \$4 million in match. In regard to the increase of the CPG, about \$2.9 million is going to additional projects submitted by staff and subregions. This draft budget will be submitted to Caltrans, FTA, and FHWA for comments, and then discussed at the Intermodal Planning Group meeting on April 19, 2006. The final OWP will be brought back for Regional Council approval in May.

Motion by Bowlen to adopt Resolution #06-472-4, Seconded by Young, then approved by a majority of the Committee.

5.2 KPMG Audit
Item pulled.

5.3 Approve Classification Study Results

Rhonda Lawrence, SCAG Staff, announced that the classification study for the Planner series had been completed with following recommendations:

- restructure the planning series structure from four levels to six level
- increase the maximum salary range in the highest class by 1.9%
- increase the maximum salary range in the journey level class by 6.8%
- increase the maximum salary range in the entry level class by 1.4%

These changes result in no immediate fiscal impact and employees would only receive an increase as the result of reclassification or a merit increase.

Motion by Young to approve, Seconded by Washburn, then unanimously approved by the Committee.

5.4 Establish a Role for Tribal Governments in SCAG

Don Rhodes, SCAG Staff, announced that after two years of meetings with the tribal governments, SCAG is in the process of joining the tribes in a planning capacity. The Committee was asked to review the principals contained in the bylaws, the bylaws will go to the General Assembly for formal adoption. Under this process, there will be an elected tribal representative on the Regional Council, two representatives on the policy committees, an advisory committee created by the tribes that reports to the Regional Council, and a requirement for financial disclosure by the members.

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Motion by Roberts to approve amended bylaws establishing a role for Tribal Governments in SCAG, Seconded by Mikels, then unanimously approved by the Committee.

6.0 INFORMATION ITEMS

6.1 Internal Controls and Audit Guidance

Duplicate of Item 6.3.1

6.2 CFO Report

Bert Becker reported:

- expenditures plus encumbrances are on track
- Caltrans Audit Training held on February 28; every subregion was represented
- The Sacramento legislative briefing is scheduled for March 8. There will be a luncheon and \$7000 is budgeted in the General Fund for this event.

6.3 Audit Committee Report

6.3.1 Amending Continued Cooperative Agreements

Sid Tyler, Chair, reported the Audit Committee made three amendment recommendations to the Cooperative Agreements:

- It is strongly recommended that each subregion establish some type of financial compliance oversight function, i.e., finance committee, steering committee, audit committee, etc.
- Clarify the allowable costs and cost principals when invoices are submitted
- Include a provision in the CCAs that certifies the Executive Director has read and understands the applicable rules and regulations in relation to accepting federal funds.

6.3.2 Internal Controls and Audit Guidance

Bert Becker, Interim CFO, provided the Committee with *An Elected Officials Guide to Internal Controls and Fraud Prevention* booklets, to help elected officials understand and complying with their fiduciary responsibilities.

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7.0 **FUTURE AGENDA ITEMS**

Judy Mikels requested a resolution in support of her candidacy as NARC's president-elect.

8.0 **ANNOUNCEMENTS**

9.0 **ADJOURNMENT**

Hon. Sid Tyler, Chair, adjourned meeting at 10:05am. Next meeting will be held at the SCAG offices on Thursday, April 6, 2006.

Summary Minutes Approved by:



Bert Becker, Interim Chief Financial Officer
Staff to the Administration Committee